



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

July 6, 2011

To: Audit Committee

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "WTF", is placed over the printed name of William T. Fujioka.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

REVIEW OF BOARD POLICY NO. 4.070

As requested, our office has reviewed Board of Supervisors Policy No. 4.070, Full Utilization of Grant Funds, which is scheduled to sunset on September 21, 2011. We recommend no revision to the policy at this time, other than to extend the sunset review date to September 21, 2015.

Should you have any questions, you may contact Manuel Rivas, Jr. of my staff at (213) 974-1464 or mrivas@ceo.lacounty.gov.

WTF:RA
MR:GA:er

Attachment

ATS 2011/ATS C100125_Audit Comm

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Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
4.070	Full Utilization Of Grant Funds	10/05/93

PURPOSE

Ensures full utilization of grant funds by requiring a proper review of such expenditures to determine whether funds need to be reallocated to provide the services for which they were intended before the end of the grant period.

REFERENCE

August 24, 1993 Board Order, Synopsis 71

October 5, 1993 Board Order, Synopsis 67

November 22, 1993 Chief Administrative Office Memorandum, "Full Utilization of Non-County, Time-Limited (Grant) Funds"

POLICY

Each Department Head, in conjunction with the Chief Executive Officer, shall establish a review of grant expenditures at the midpoint of the allocation period and establish a plan to ensure full utilization of all funds, either through reorganizing internally or contracting with the private sector. Language establishing this review process and allowing for reallocation of funds if necessary shall also be placed in contracts, if such services are provided through contractors.

In addition, on August 24, 1993, Department Heads were instructed to immediately advise the Board of Supervisors and the Chief Executive Officer of substantial regulations preventing them from carrying out their missions requiring the return of significant State or federal funding allocations, or impeding implementation of State or federal programs.

RESPONSIBLE DEPARTMENT

Chief Executive Office